

Instructions for Filing Out the Travel Order Form (CD29)

Block 1 – Type of Authorization

Check the appropriate block for temporary duty (includes TDY and long-term) or relocation.

Block 2 – Travel Order No.

Fill in the new 9-character travel document number from the series of numbers assigned to your bureau. For relocation, leave this space blank. It will be filled in by the NIST Travel Office.

Block 3A – Bureau Name/Organizational Unit

Fill with name or initials of bureau. Regional office or other organizational information may be included.

Block 3B – Present Official Station

City and state of present duty station of traveler.

Block 4A – Traveler's Name

First and last name of traveler.

Block 4B – Traveler's Title

Official position held by the traveler. If the traveler is not an employee, the word "invitational" should be used.

Block 4C – Social Security Number

Social security number of traveler.

Block 5 – Purpose and Justification Statement

Provide a complete description of why the travel is taking place and/or what the traveler expects to accomplish while on travel. This also serves as an area to explain how the travel supports the mission of the organization.

Block 6A – Type of Travel Code

Fill in the appropriate code number according to the following list:

- 1 – Domestic
- 2 – Foreign
- 3 – Relocation/Househunting
- 4 – Relocation/Other

Block 6B – Purpose of Trip Code

Fill in the appropriate code number according to the following list:

- 1 – Site Visit
- 2 – Information Meeting
- 3 – Training
- 4 – Speech or presentation
- 5 – Conference attendance
- 6 – Relocation
- 7 – Entitlement
- 8 – Special Mission
- 9 – Other
- 0 – Emergency

Block 6C – Bureau Code No.

Fill in the appropriate code according to the following list:

- 33 – Technology Administration
- 51 – Office of the Secretary
- 52 – Economic Development Agency
- 53 – Bureau of Economic Analysis
- 57 – National Institute of Standards and Technology
- 59 – Minority Business Development Agency
- 61 – National Telecommunication and Information Administration
- 64 – Office of the Inspector General
- 65 – Economic and Statistical Administration

Block 7 – Itinerary

List all points where official duty is being performed.

Block 8A – Begin on or About

List departure date

Block 8B – End on or About

List return date

Block 9 – Requisition Number

Bureau internal tracking number. MUST be present if advance is authorized.

Block 10 – Accounting Classification Code

Fill in all sections with complete accounting information. Object class may be left blank.

Block 11 – Mode of Transportation

Check each applicable block and fill in appropriate mileage rate if POV is used. Mileage rates may change on an annual basis. Check with the Travel Office for the current rate.

Block 12 – Estimated Cost

A – Transportation – This space should only be used for the cost of tickets purchased on the Centrally Billed Account (tickets purchased through the Travel Management Center).

B – Other Transportation – Cost of any POV mileage.

B – Subsistence Expense – Cost of meals, incidental expenses, and lodging (NOT including lodging tax)

B – Other Expenses – Any expenses not listed above, including lodging tax.

B – Temporary Quarters – applies to relocation orders only.

B – Relocation Expenses – other expenses related to relocation not listed above.

Fill in the appropriate totals.

Accounting Office Address:

National Institute of Standards and Technology
100 Bureau Drive, MS 3732
Gaithersburg, MD 20899

Block 13 – Rates Authorized

Fill in current lodging and per diem rates.

Block 14 – Other Expenses Authorized

Check each box appropriate for this trip. "Other" should be checked if additional information is to be listed in block 15.